# **OLD DOMINION UNIVERSITY**

# **University Policy**

Policy #6040 CLASSIFIED EMPLOYEE LEAVE REPORTING PROCEDURES

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** March 30, 2016

# A. PURPOSE

The purpose of this policy is to ensure complitant provisions of the Policies and

### D. SCOPE

This policy applies to all classified employetheir supervisors

### E. POLICY STATEMENT

The leave policies allow classified employees to take paid and unpaid leave for several reason such as vacation, personal illness or that matters. The went it is leave reporting procedures promote consistent and accurate record keeping to ensure completization with F and State requirements.

Provision of Leave for **Tiple** Classified Employees

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# Provision of Leave FartTime Classified Employees

Parttime classified employees accrue annual leave on a prorated basis for each pay period service. Partime classified employees in the accrual sick leave program also receive sick leave of a prorated basis for each pay period of service Ratassified employees in the SVSIDP leave program receive the appropriate allotments of family/personal leave and sick leave bas on each pay period of service-tiPartclassified employees are also eligible for prorated community service leave, administrative leave and workers' compensation leave because po and record keeping requirements apply ftimpactassified employees.

#### F. PROCEDURES

# Leave Record Keeping

The leave records are maintained WTThsystemNonexempt employees enter the hours worked and any leave taken each pay period. Exempt employees enter any deave taken statement that no leave was taken pay period. Hours should be reported to the nearest tenth of an hour as follows:

### PERIOD OF ABSENCE

#### REPORTING INCREMENTS

Ominutes 2minutes 59 seconds 3 minutes 8 minutes 59 seconds

Disregard .10

9minutes 14minutes5

| POLICY HISTORY ************************************     | *********                       | *****  |
|---|---------------------------------|--------|
| Policy Formulation Committee (PFC) & Res                | ponsible Officer Approval to Pr | oceed: |
|   |                                 |        |
| /s/ Pamela Harris                                       | March 21, 2016                  |        |
| Responsible Officer                                     | Date                            |        |
|   |                                 |        |
| Policy Review Committee (PRC) Approval t                | o Proceed:                      |        |
|   |                                 |        |
| /s/ Donna W. Meeks                                      | November 17, 2015               |        |
| Chair, Policy Review Committee (PRC)                    | Date                            |        |
|   |                                 |        |
| <b>Executive Policy Review Committee (EPRC)</b>         | Annroyal to Proceed.            |        |
| Executive Folicy Review Committee (EF RC)               | Approvar to Proceed.            |        |
|   | 3.5 1.04 204.5                  |        |
| /s/ September Sanderlin Responsible Oversight Executive | March 21, 2016  Date            |        |
| Responsible Oversight Executive                         | Bate                            |        |
|   |                                 |        |
| <b>University Counsel Approval to Proceed:</b>          |                                 |        |
|   |                                 |        |
| /s/ R. Earl Nance                                       |                                 |        |